

## **Chapter I.**

### **Organizing a Concours d'Elegance**

#### **A. GENERAL**

##### **1. Purpose**

The foremost purpose of the JCNA Concours is to encourage the owners of Jaguars to preserve, maintain, and present their Jaguars in as clean and authentic condition as possible (see Chapter II for exceptions to authenticity in Special Division Classes). A secondary purpose is to celebrate all Jaguars and their owners by creating an event where people may share all degrees of interest in owning, driving, maintaining, and restoring Jaguars.

##### **2. Concours Year**

The JCNA Concours year runs from January 1st through November 30th.

##### **3. Number of Concours per Year**

Each JCNA affiliated Jaguar club that has met JCNA judges' training and certification prerequisites may hold only **ONE JCNA** sanctioned Concours d'Elegance per year.

##### **4. Regional Concours per Year**

One sanctioned JCNA Regional or Joint Regional Concours may be held in each Region or Joint Region per year without affecting the host club's **ONE** per year rule or the sanctioning of another affiliate's Concours.

##### **5. Concours d'Elegance Divisions**

In order for scores to be eligible for annual JCNA Concours Standings, Champion Division, Special Division, and Driven Division competition must be offered at each Concours.

#### **B. SELECTING THE DATE AND OBTAINING SANCTION**

##### **1. Selecting the Concours Date**

The Concours Chair should carefully choose the date as far in advance as practical. Normally a Saturday or Sunday is best. Saturdays have become popular in recent years, often with an awards banquet in the evening and, occasionally, a rally or slalom on Sunday after the Concours.

##### **2. Avoiding Local Conflicts**

Investigate other activities in the immediate area to determine that the date requested will not conflict with other popular local events. Some clubs have been very successful tying their Concours in with other local car related events or local festivals.

### 3. Obtaining a Sanction

To obtain a sanction, go to the "Calendar Page" of [www.jcna.com](http://www.jcna.com) click on the "Login" link at the top of the page. Using your club number and password, access the "Club Page Main Menu" and follow the instructions to "Post new events in the Calendar and Request New Event Sanction".

The request may be submitted within one (1) year but no less than four (4) months prior to the requested Concours date. This avoids conflict with other clubs and ensures notice of the Concours will be listed as promptly as possible in the *Jaguar Journal's* Clubs Calendar.

Sanction will be granted on requested date subject to:

Priority of request

- a. No same-weekend conflict within the JCNA Region or within 200 miles of other JCNA Concours meets.
- b. No conflict within 14 days of a JCNA major event i.e., Regional Concours such as Western States and Challenge Championship.
- c. The listing of the Chief Judge and club's affirmation that JCNA Concours rules and requirements will govern.
- d. Concours sanctions requested will **only** be granted if the requesting club's JCNA online Judge Roster/List verifies that, it **currently** has listed a Chief Judge, an active Judge Training Program and 5 or more , **beginning in 2014, eight (8)** or more Certified Judges in order to meet or exceed the (2012) JCNA requirement for at least 1-Certified Judge per **Driven Division** Judging Team **and two Certified Judges per team for Champion and Special Divisions.** (See the online sanction request instructions for additional information.) (2013 AGM)

Conflicts will be referred to the appropriate Regional Directors. Avoid commitments involving financial penalties until a sanction is granted.

### 4. Canceling/Rescheduling the Concours

It is preferable to make the date of the Concours firm. If the Concours must be canceled and rescheduled, it is imperative that the JCNA Regional Directors be notified. Thereafter, a new sanction must be requested through the JCNA Website again taking precaution to avoid conflict with other Concours or a major JCNA event in the Region.

## C. LOCATION OF THE CONCOURS D'ELEGANCE

### 1. Concours Sites

- a. National, State or local parks
- b. Historical sites, such as, stately homes with extensive grounds
- c. Museums or restoration complexes
- d. Hotel, motel, or resort complexes, with a central area for staging events, offering restaurant and banquet facilities
- e. Expositions or local festivals and celebrations

## **2. Amenities and Facilities to Look For**

### **a. Central Location**

Centralize efforts by operating out of one location or a Concours site combined with lodging and restaurants within a reasonable distance

### **b. Shade & Grass**

For people and Entries

### **c. Water**

For washing Entries

### **d. Food**

Available during Concours hours; either a restaurant on or near the Concours site or catered

### **e. Rain Shelter**

In case of rain

### **f. Rest Rooms**

Clean restroom facilities nearby

### **g. Trash Receptacles**

## **D. JAGUAR CARS NORTH AMERICA SPONSORSHIP**

Jaguar Cars, Inc. values the contribution that the JCNA and its affiliates make toward increasing public awareness of the Jaguar marque. The Jaguar Cars North America Sponsorship application form is available on the Concours Page of [www.jcna.com](http://www.jcna.com). **The application deadline is February 28<sup>th</sup>.** Should Jaguar Cars Inc. favor your activity with their support, it is important to provide feedback, proper thanks, and evidence showing that their funds were “money well spent”. Download the form and follow the instructions.

## **E. INSURANCE**

Jaguar Clubs of North America, Inc. purchases, as an element of JCNA membership, a blanket coverage for the Corporation, its officers, its members, and all affiliated clubs' officers and members covering General Liability.

Jaguars entered in a sanctioned JCNA Concours d'Elegance must be covered by a current standard motor vehicle liability insurance policy. Each Concours Registration Form shall have a "Release of Liability" statement signed by the Entrant.

Example:

## **RELEASE OF LIABILITY**

JCNA Event Participation: It is an Entrant's privilege to participate in any JCNA sanctioned event held by any JCNA affiliate upon executing proper registration forms and paying published entrance fees. Each affiliate shall be solely responsible for granting entry privileges to each Entrant on an individual basis.

**I hereby agree to enter the above described Jaguar(s) in the (*Name of Concours*) Concours d'Elegance. In consideration of the right and privilege to enter and participate and other valuable consideration, and intending to be legally bound, I agree to release the Jaguar Clubs of North America, Inc., (*Host Club Name*) and the Concours d'Elegance committee from any and all liability for injuries, damage, or loss arising from my entry and attendance in the Concours.**

Signature of Entrant \_\_\_\_\_ Date \_\_\_\_\_

**(If the Entrant is not a JCNA Member, then the Special Event Member Registration Form must be filled out and sent to JCNA along with a check for \$5.00.)**

You may either incorporate the above statement in your registration form or, for your convenience, you may go to the “Concours Page of [www.jcna.com](http://www.jcna.com) and download the “Entrant Registration Form”, which contains the Release of Liability, and have each Entrant sign.

Clubs using another statement should clear it with the JCNA General Counsel.

A "Request for a Certificate of Insurance" form is also available for downloading by going to the Concours Page” of [www.jcna.com](http://www.jcna.com) and clicking on “Certificate of Insurance”. This form is to be used when there is a requirement by the Concours site owner, or other entity, to furnish a "Certificate of Insurance.” Complete details are included on the form.

## **SANCTIONED EVENT NON-MEMBER REGISTRATION FORM**

Non-JCNA members are permitted to participate in JCNA Sanctioned Events upon executing the Sanctioned Event Non-Member Registration Form, paying the Non-Member Event Membership fee, completing the event’s regular Registration Forms and paying the entry fees. The Sanctioned Event Non-Member Registration Form is available on the “Concours Page” of [www.jcna.com](http://www.jcna.com).

At the host club's discretion, Non-JCNA members may be awarded JCNA trophies. However, their scores will not count towards Regional or North American championship points.

## F. PUBLICITY

### 1. Host Club Announcements

#### a. Include:

Date, time, place, registration deadline, entrance fee, and a statement that JCNA Concours d'Elegance Rules will govern. Include an Entry Form listing Champion, Special, and Driven Division Concours Classes and a statement that Driven Division Entries less than 35 years old may not be trailered.

#### b. Social Activities:

Information on social activities such as reception parties, awards banquets, etc.

#### c. Travel Information:

Information on travel; maps of the immediate area, lists of available lodging and prices (including addresses and telephone numbers)

#### d. Parking

Information on general parking facilities, trailer off-loading and trailer and motor home parking

### 2. Publicity through JCNA

#### a. Contact Regional Clubs

Send Concours announcements and registration forms to all JCNA affiliated clubs in the Region and nearby affiliated clubs in other Regions. Addresses can be found by visiting the "Club List Page" of [www.jcna.com](http://www.jcna.com) and clicking on the club name, when the club page appears click on "Club Officers and Contact Info".

#### b. Distribute Flyers

Distribute flyers at local club activities and at neighboring JCNA club activities.

#### c. Publicity through the JCNA Website and *Jaguar Journal*

Sanctioned events are automatically posted on the JCNA Website and listed in the next possible issue of the *Jaguar Journal* on its Club Calendar Page

#### d. *Jaguar Journal* Concours Articles

Concours articles should be sent to the *Jaguar Journal* a minimum of four months prior to the Concours itself. Follow-up articles and photos should be sent immediately following the Concours. *Jaguar Journal* can be accessed through the *Jaguar Journal* page of [www.jcna.com](http://www.jcna.com).

### 3. Newspapers

A news release featuring the basic journalistic "Who, what, when, why, where," plus day and evening telephone numbers to call for additional information, should be sent at least three weeks prior to the Concours to the managing editor or sports editor of the local newspaper(s).

#### **4. Radio**

Most local stations have a free public service announcement policy. Inquire if there is a specific form to be filled out and sent in. Send the Concours announcement to the station manager at least three weeks prior to the date.

#### **5. Automotive Media**

Magazines (both weekly and monthly) may present publicity opportunities that should be investigated; each publication will have its own policy and deadline for announcement inclusion; some will be free, others will require a fee. It is up to each club to decide if this type of publicity is worthwhile.

#### **6. Local Automobile Related**

##### **a. Local Parts Houses**

Flyers can be left at local parts houses and auto dealerships (especially the local Jaguar dealer).

##### **b. Multi-make Sports Car Clubs**

Announcements can also be made through local multi-make sports car clubs, in person at a meeting, or by passing out flyers.

##### **c. Repair Facilities**

Local service stations or shops specializing in repair of foreign cars will sometimes welcome flyers.

### **G. OPERATING THE CONOURS D'ELEGANCE**

#### **1. The Concours Chair and the Chief Judge**

The Concours Chair is in charge of overseeing every Concours detail including choosing the site, ordering trophies, and selecting, organizing and coordinating all committees and personnel, except the Chief Judge. The Chief Judge is responsible for all matters dealing with Concours judging including preparing a Judging Schedule, scrutinizing score sheets, validating and posting scores on *www.jcna.com*, and mailing score sheets to the Entrants. It is imperative that the Concours Chair and Chief Judge work well together.

#### **2. The Concours Chair's Personnel (minimum suggested)**

##### **a. Publicity**

Oversees advance publicity arrangements

##### **b. Entertainment**

Plans entertainment that may include a pre-Concours party and post-Concours banquet

##### **c. Set-up Crew**

Arrives **early** to mark parking spots and access lanes, to place tables and chairs, erect canopies and signs, position sound system, etc.

**d. Registration**

In charge of registration and handing out registration packets to pre-registered Entries. Responsible for registering day of Concours Entries if allowed, and ensuring that they receive their blank score sheets and any other associated paperwork. Must coordinate with the Chief Judge so that the Chief Judge can assign proper judges to the Entries

**e. Parking**

Directs incoming Entrants to their proper places

**f. Hospitality (Optional)**

Provides coffee, doughnuts, water, etc. as appropriate for early Entrants and Concours helpers

**g. General Personnel**

Plan for people who can be called on for any other duties (the plan B People)

**h. Stay Late/Clean-up Crew**

Willingly stays on site as long as required to disassemble and remove all equipment associated with the event, to pick up and properly dispose of all trash and to properly secure/close the site as required

**3. The Chief Judge's Personnel (suggested)**

**a. Judges**

See Chapter III, Instructions and General Rules for the Judge. It is best to use as many Certified Judges as possible. Using qualified Judges from other JCNA clubs adds to an atmosphere of impartiality.

**b. Chief Judge's Assistant**

When assigned by the Chief Judge, the Chief Judge's Assistant helps the Chief Judge assure that judges have pencils and current rulebooks or clip boards (rulebooks in three ring binders with binder clips eliminate the need for clipboards) and other duties as assigned.

**c. Scrutineers**

Select one or two people, depending on the size of the Concours, to act as Scrutineers. The Scrutineers ascertain that the score sheets registration information is completed correctly. The Scrutineers then check each score sheet to ensure each box contains a Judge's entry and the entry is within the specified deduction range. If an Entry has received a non-authentic deduction, the Scrutineers must ascertain that the Entrant has initialed each such deduction.

If the Scrutineers find any discrepancy or any questionable or illegible figures, the score sheet(s) will be returned it to the Judge(s) responsible for clarification or correction.

**d. Score Sheet Runners**

Assign each Judging Team a Score Sheet Runner; this is a good way to get children and spouses involved in the Concours. Score sheet runners transport the completed sheets between the Judging Teams and the Scrutineers.

**e. Scoring Personnel**

Select at least three or more non-mathematically challenged people. Find an isolated area where the Scorers can concentrate on tabulating the score sheets.

**4. Site Layout**

**a. Visit the Site**

The Concours Chair and the person in charge of parking should visit the Concours site shortly before the Concours date in order to walk the areas and decide how the various Divisions and Classes should be arranged.

**b. Determine Class Size**

Determine the largest Classes and the smallest Classes of Jaguars in the Concours. Allow ample room for all, including late registrations if allowed. Look at past records to see which classes were well filled.

**c. Formal Site Layout**

When planning the site layout, allow room between Entries for maneuverability, stowage of personal gear, and simultaneous door opening of the Entry and adjacent Entries.

**d. Informal Site Layout**

In informal settings, Classes might be grouped to take advantage of shade and the contour of the landscape. Driven, Special, and Championship Division Entries of the same Class are always best grouped together.

**e. Sprinkler Head Marking and Shut-off**

With or without assistance from the site custodian, in-ground sprinkler heads should be located and marked in order to avoid having them run over and damaging either the sprinkler or the Entry. Positive arrangements should be made to assure that the sprinkler or other irrigation systems will not be operated on the day of the concours, or at any time immediately prior, that would result in the field being soft or muddy.

**f. Drive Jaguar to Judging Area**

Area size and safety considerations permitting, an interesting site layout is one where the Entries are parked by class and, when called, are driven to a central judging area. This arrangement allows the Judges to work without spectator hindrance and also provides a visible confirmation of the Jaguar's operability.



## **H. REGISTRATION**

### **1. JCNA Event Manager Computer Program**

A program designed to automate the JCNA Concours Registration process is available on the Concours Page of [www.jcna.com](http://www.jcna.com). Among other features, this program will print registration forms and score sheets with all Entrant and Entry information preprinted. Follow the instructions found on the website when downloading this program. Use of the program is not mandatory, but many report it greatly reduces the time required to administer the JCNA Concours.

### **2. Registration Form Requirements**

**Registration forms must clearly state that JCNA Concours Rules will govern.** Registration forms must include a space for the JCNA member's membership number and Release of Liability form. A list of the Classes in Champion, Special, and Driven Divisions must also be included on or attached to the registration form (see Appendix D).

### **3. Encourage Pre-Registration**

Encourage as many Entrants as possible to pre-register. As an inducement, a slightly lower fee might be offered to pre-registrants. Pre-registration cuts down on a great deal of paperwork on the day of the Concours.

### **4. Registration Deadlines**

If the Registration deadline is in advance of the date of the event, it should be clearly indicated on all Concours publicity. If on-site registration is allowed, a specific entry cut-off time, in advance of judging, should be established, after which, NO further entries can be allowed. Entries should not be added to Classes after judging has commenced. It is the Entrant's responsibility to be aware of, and adhere to, the published Registration deadline. The Chief Judge has final authority in special circumstances.

### **5. On-Site Entry Registration**

If allowed, those registering on the day of the Concours will be required to complete the appropriate registration forms. It is advisable for registration personnel to assist the on-site Entrants in completely filling in the required information at the top of the score sheets. Entrants in a rush often make mistakes or leave out vital information.

### **6. Entrant's JCNA Membership Number**

The Entrant must list his/her JCNA Membership Number on the registration form in order to qualify for North American Standings. JCNA Numbers will be required when posting scores on the JCNA website.

### **7. Entrant's Packet**

For each pre-registrant prepare an envelope containing:

- Windscreen Placard
- Score Sheets
- General guidance for Entrants who may be new to Concours or not aware of new rules
- Dash Plaques (optional)
- People's or Entrant's Choice ballots (optional)
- Other items (optional)

The envelopes can then be alphabetized and handed out when the pre-registered Entrants check in at Registration.

**a. Windscreen Placard**

Provide a windscreen placard to identify each Entry. If not using the JCNA Event Manager, these forms are available in PDF and interactive Word® formats on the Concours Page at [www.jcna.com](http://www.jcna.com). The windscreen placard identifies the Entry, Class, and Entrant. If different colored score sheets are being used to distinguish between the Divisions, windscreen placards may be color coordinated as well.

**b. Score Sheets**

If not using the JCNA Event Manager, score sheets may be downloaded by going to the “Concours Page” of [www.jcna.com](http://www.jcna.com). Each of the four (4) score sheets must be downloaded and printed individually. Clubs are authorized to reproduce the quantity of score sheets required for their Concours. Different colored sets of score sheets may be used to distinguish between Divisions. Sheet #4 (Engine Compartment) and the Boot portion of Sheet #3 are not required for judging Driven Division.

**When preparing score sheets for use with a specific Entry, be certain that the Maximum Deduction columns on Score Sheet #2 NOT APPLICABLE TO THE PARTICULAR ENTRY have a diagonal line drawn through them, to prevent inadvertent judging in the wrong column.**

## **I. CONDUCTING THE CONCOURS**

### **1. Working Groups**

Working groups, including the Concours Chair and the designated Set-up Crew, should arrive at the Concours site approximately an hour and a half before the stated opening time of registration.

### **2. Class Areas**

Predetermined Class areas should be identified with Class signs. A lime base line or a string line will help align the various classes as they arrive.

### **3. Registration Area**

A convenient registration area should be set up near the entrance to the Concours field. Be sure all necessary forms and scoring supplies are available. If sufficient room is available, trophies may be displayed. If late registrations are allowed, have enough money on hand to make change for Entrants paying cash. Be sure to bring a cash box.

### **4. Loud Speaker/Announcing System**

Provide a means of making announcements and paging personnel in order that all present are aware of what's happening. A variety of portable systems are available to rent or purchase.

## **5. Parking Personnel**

Parking personnel should be on hand to safely guide Entrants to their proper Class parking area and to assist in achieving the desired spacing and alignment of Entries.

## **6. Rags Down**

All Entrants must be instructed by the Chief Judge to cease preparation of Entries at a predetermined, published time, referred to as "rags down," before judging begins.

## **7. Leaving the Concours Site**

The Clean-up Crew and the Concours Chair should be the last committee to leave the Concours site, to check for any equipment left behind and to be very particular about cleaning up the area before departing. Many sites require substantial user deposits, which may not be refunded if the area is abused or left cluttered. Make every effort to have your club regarded as one that treated the site with respect and one that would be welcomed back again.

# **J. TROPHIES**

## **1. Official JCNA Trophies**

JCNA offers official trophies for JCNA sanctioned Concours in Champion, Special, and Driven Divisions.

### **a. Ordering Trophies**

Order Trophies by going to the "Concours Page" of [www.jcna.com](http://www.jcna.com) and clicking on "Trophy Orders". Follow the Instructions! First, second, and third place Champion and Special Division winners are awarded Champion Division Trophies. First, second, and third place Driven Division winners are awarded Driven Division Trophies.

### **b. Trophy Engraving**

Engraving is not available through JCNA

## **2. Presenting Trophies**

When presenting trophies, it is more suspenseful and interesting to begin announcing the finishing positions from the bottom of the Class first, reading upward to the winner. In good taste, it is recommended that scores of the lower place entries not be read. It is informative and courteous to spectators if, as each class is announced, the models included in the class are announced as well.

As the presenter reaches the top three Jaguars in the Class, the scores should be announced individually and the winning Entrant(s) invited to come forward to receive their trophies and perhaps be photographed.

In order to show appreciation for the Entrant's participation, and possibly the support of a neighboring club, it is recommended that the presenter's announcement include: the placement, the Entrant's name, (if from out of area, the Entrant's city), the Entrant's home club, the car's color, the year, the model, the body style, and the score.

Example: “**Third** place in **Champion Division, Class 2**, goes to **Happy Fellow** from **Scottsdale, Arizona** and the **Central Arizona Jaguar Club**, for his **red, 1950 XK 120 OTS**, with a score of **99.79**.”

### **3. Club Discretionary Trophies**

Additional locally prepared trophies may be provided at the Club's discretion; some Clubs present perpetual trophies, i.e. the trophy (sometimes engraved with the name of the yearly recipient) returns to the club for re-presentation each year.

Clubs may also present trophies (of their own design and at their own expense) in recognition of accomplishments such as:

- Best in Show
- Longest Distance Driven To Compete
- Longest Distance Trailered To Compete
- Oldest Jaguar in Show
- Hard Luck (En Route Damage)
- Display
- Peoples' Choice
- Other